



DEPARTMENT OF HEALTH AND HUMAN SERVICES

**NAVAJO AREA  
INDIAN HEALTH SERVICE**

**REANNOUNCEMENT**

**REANNOUNCED TO SOLICIT ADDITIONAL CANDIDATES.**  
**THOSE WHO PREVIOUSLY APPLIED NOT NEED TO**  
**REAPPLY.**



**VACANCY ANNOUNCEMENT**

CH-08-DH-100-B

**OPENING DATE**

SEPTEMBER 30, 2008

**CLOSING DATE**

OCTOBER 21, 2008

**POSITION**

AUDIOLOGIST

**LOCATION AND DUTY STATION**

PHS INDIAN HOSPITAL, AUDIOLOGY DEPT., CHINLE, AZ

**GRADE/SALARY**

GS-0665-11, \$54,494 - \$70,843 PER ANNUM

**NUMBER OF VACANCIES**

ONE VACANCY (MD6001)

**APPOINTMENT**

- PERMANENT
- TEMPORARY
- NTE: \_\_\_\_\_

**WORK SCHEDULE**

- FULL-TIME
- PART-TIME
- INTERMITTENT

**AREA OF CONSIDERATION**

- COMMUTING AREA
- NAVAJO AREA WIDE
- IHS WIDE
- DHHS WIDE

**SUPERVISORY/MANAGERIAL**

- YES, MAY REQUIRE ONE YEAR PROBATION
- NO

**PROMOTION POTENTIAL**

- YES, TO GRADE \_\_\_\_\_
- NO KNOWN POTENTIAL

**HOUSING**

- YES, GOVERNMENT HOUSING IS AVAILABLE
- PRIVATE HOUSING ONLY

**TRAVEL/MOVING**

- MAYBE PAID FOR ELIGIBLE EMPLOYEES
- NO EXPENSES PAID

**DUTIES:** This position is located with the Rehabilitation Department, Audiology Section, Chinle, Arizona. The incumbent will be involved in professional work requiring the application of knowledge of concepts of Audiology and the integration of such work with other medical and therapeutic services. Provides quality Audiologic evaluation and treatment to Chinle Service Unit inpatients and outpatients of all ages, and to school-aged children in the local schools, with a wide variety of diagnostic conditions requiring Audiologic services. Demonstrates a high degree of professional competence, skill, and judgment in the assessment, planning, and delivery of Audiology services. Plans and carries out a full range of Audiology services. Conducts hearing evaluation and related tests using modern computerized equipment. Interprets finding of all hearing evaluation tests. Explains the finding to the patient, patient's family and referring physician. Develops a plan to reduce hearing deficits. Evaluates patient needs for hearing aids and where appropriate fits person to ear mold. Determines proper hearing aid for the patient, orders and dispenses hearing aid with instruction in use. Provides consultation services to Audiology technicians/assistants and physicians at CSU and to staff in other hospital areas and clinics as appropriate. Incumbent will assist the supervisor with strategic planning, policy formulation, budget management, human resource management, performance improvement, total quality management, equipment and supplies management, infection control, risk management and safety, and front office management as appropriate. Incumbent will assist and perform independently in the planning and presenting of educational and training activities, lectures and demonstrations on hearing, hearing loss, audiological management and Audiology Services in various settings to other professionals and in the community when requested. Assist with the coordination of the Audiology program with other hospital departments, and assists with coordination and integration of services with Health Promotion/Disease Prevention to assure community outreach. Incumbent will collaborate with the supervisor in establishing an alliance with other health departments and programs to provide coordinated audiology services to patients. Provides expert professional consultation to department personnel, medical staff within Chinle Service Unit, public schools, and the community in general on Audiology services and patient related problems. Performs other duties as assigned.

**THIS POSITION IS LOCATED IN A SMOKE-FREE ENVIRONMENT**



**THE SELECTED INDIVIDUAL IS REQUIRED TO OBTAIN AND MAINTAIN MEDICAL STAFF CLINICAL PRIVILEGES. IF PRIVILEGES ARE NOT OBTAINED OR MAINTAINED DURING EMPLOYMENT, THE EMPLOYEE MAY BE SUBJECT TO ADVERSE ACTIONS, UP TO AND INCLUDING REMOVAL FROM THE FEDERAL SERVICE.**

**QUALIFICATION REQUIREMENTS: YOUR DESCRIPTION OF WORK EXPERIENCE, LEVEL OF RESPONSIBILITY, AND ACCOMPLISHMENTS WILL BE USED TO DETERMINE THAT YOU MEET THE FOLLOWING REQUIREMENTS.**

**POSITIVE EDUCATION REQUIRED: YES**

**LICENSURE REQUIRED: YES**

**BASIC REQUIREMENTS:** Degree: Master's Degree that included 18 semester hours in the field of Audiology with approved clinical practice.

**IN ADDITION TO BASIC REQUIREMENTS:** Candidates must have had completed 52 weeks of specialized experience equivalent to the GS-09 level to qualify for the GS-11 grade level.

**SPECIALIZED EXPERIENCE:** Qualifying specialized experience must have been obtained in a hospital, special treatment center for disabled, university or community clinic, or industrial or educational institution:

- Investigating and studying the underlying causes, precipitating factors, symptomatic behavior, and the emotional and practical effect upon the patient of a particular impaired speech pattern; resolving speech impairments; and counseling patients and/or families in the adjustment to the speech impairment.
- Assessing, evaluating, analyzing, and treating communicative handicaps resulting from hearing impairments.
- Investigating methods to improve the clinical management of communicative disorders and to increase the basic scientific understanding of communicative processes and other factors causing their disruption.
- Providing instruction in the principles and bases of communication including clinical techniques and methods of assessment, evaluation, and treatment to audiologists, speech pathologists, and specialists in related fields.
- Teaching audiology speech pathology at the graduate level.

**SELECTIVE PLACEMENT FACTOR:** Each PHS Audiologist must possess and maintains a certificate of clinical competency from the American Speech-Language Hearing Association.

**CONDITIONS OF EMPLOYMENT:** Immunization requirements- All persons born after 12-31-56 must provide proof of immunity to Rubella and Measles. Serology testing to confirm immunity and/or immunization will be provided free of charge. Special consideration may be allowed to individuals, who are allergic to a component of a vaccine, have a history of severe reaction to a vaccine, or who are currently pregnant. This applies to candidates for positions in any Service Unit or any Area Office position that requires regular work at a Service Unit.

**REASONABLE ACCOMMODATION:** This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

**LEGAL AND REGULATORY REQUIREMENTS:** Candidates must meet time-after-competitive appointment, time-in-grade, and qualification requirements by the closing date of the vacancy announcement.

**NOTE:** Refer to OPM Handbook Qualification Standards, Series GS-0665 for complete information. For more complete information contact your Servicing Personnel Office. **IN ORDER TO OBTAIN EDUCATIONAL CREDIT, YOU ARE REQUIRED TO PROVIDE OFFICIAL TRANSCRIPTS BY THE CLOSING DATE OF THIS ANNOUNCEMENT.**

**WHO MAY APPLY:**

Applications will be accepted from NON-STATUS (those individuals who have never held a career or career-conditional appointment in the Federal service) and will be evaluated under competitive OPM regulation procedures. Applications will also be accepted from individuals eligible for non-competitive appointments (e.g., applicants eligible for appointment under the Veterans Readjustment Act, the severely handicapped, those with a 30% or more compensable service-connected disability).

**Veterans:** Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply.

**INFORMATION FOR DEPARTMENT OF HEALTH AND HUMAN SERVICES (DHHS) SURPLUS OR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION.**

If you are currently a DHHS employee who has received a Reduction in Force (RIF) separation notice or a certificate of expected separation, you may be entitled to special priority selection under the DHHS Career Transition Assistance Program (CTAP). To receive this priority consideration you must:

1. Be a current DHHS career or career-conditional (tenure group I or II) or be current IHS excepted appointment (with no time limits) tenure group II excepted/competitive service employee who has received a RIF separation notice or a Certificate of Excepted Separation (CES) and, the date of the RIF separation has not passed and you are still on the rolls of DHHS. You must submit a copy of the RIF separation notice or CES along with your application.
2. Be applying for a position that is at or below the grade level of the position from which you are being separated. The position must not have a greater promotion potential than the position from which you are being separated.
3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package.
4. Be currently employed DHHS in the same commuting area of the position for which you are requesting priority consideration.
5. File your application by the vacancy announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.)
6. Meets the basic qualifications for the position, any documented selective factor, physical requirements with any reasonable accommodation and is able to satisfactorily perform the duties of the position without undue interruption.

**INFORMATION FOR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION UNDER THE INTERAGENCY CAREER TRANSITION ASSISTANCE PROGRAM (ICTAP).**

If you are a displaced Federal employee you may be entitled to receive special priority consideration under the ICTAP. To receive this priority consideration, you must:

1. Be a displaced Federal employee. You must submit a copy of the appropriate documentation such as RIF separation notice, a letter from OPM or your agency documenting your priority consideration status with your application package. The following categories of candidates are considered employees.
  - A. Current or former career or career-conditional (tenure groups I or II) competitive service employees who:
    1. Received a specific RIF separation notice; or
    2. Separated because of a compensable injury, whose compensation has been terminated, and whose former agency certifies it is unable to place; or
    3. Retired with a disability and whose disability annuity has been or is being terminated; or
    4. Upon receipt of a RIF separation notice retired on the effective date of the RIF and submits a Standard Form 50 that indicates "Retirement in lieu of RIF"; or
    5. Retired under the discontinued service retirement option; or
    6. Was separated because he/she declined a transfer of function or directed reassignment to another community area.
  - OR
  - B. Former Military Reserve or National Guard Technician who are receiving a special Office of Personnel Management (OPM) disability retirement annuity under sections 8337(h) or 8456 of Title 5 United States Code.
2. Be applying for a position at or below the grade level of the position from which you have been separated. The position must not have greater promotion potential than the position from which you were separated.
3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package. (This requirement does not apply to candidates who are eligible due to compensable injury or disability retirement).
4. Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting priority consideration.
5. File your application by the vacancy announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.).
6. Be rated well qualified by achieving a score of 80 on a rating scale of 70 to 100 for the position including documented selective factors, quality ranking factors, physical requirements with reasonable accommodations and is able to satisfactorily perform the duties of the position upon entry.

**EVALUATION CRITERIA:** Evaluation will be made of Experience, Performance Appraisal, Training, Letters of Commendation, Self-Development, Awards and Outside Activities, which are related to the position. To receive full credit for your qualifications, provide a narrative statement, which fully describes all aspects of your background as they relate to the knowledge, skills, and abilities (KSA's) outlined below and show the level of accomplishment and degree of responsibility.

The KSA's in your narrative statement will be the principle basis for whether or not you are highly qualified for the position. Describe your qualifications in each of the following:

1. **KNOWLEDGE OF AND SKILL IN ASSESSMENT OF ALL HEARING DISORDERS AND ASSOCIATED PROBLEMS OF ALL AGE GROUPS.**
2. **ABILITY TO PROVIDE LEADERSHIP.**
3. **ABILITY TO COMMUNICATE EFFECTIVELY WITH A WIDE VARIETY OF PEOPLE, INCLUDING PATIENTS, STAFF OF OTHER FACILITIES, NURSES, AND DOCTORS FROM A DIVERSE MULTI-CULTURAL BACKGROUND.**
4. **KNOWLEDGE AND SKILL IN TREATMENT OF ADULT AND PEDIATRIC PATIENTS WITH HEARING DISORDERS.**

**(SEE ATTACHED SUPPLEMENTAL QUESTIONNAIRE FOR DEFINITIONS.)**

**NOTE: “Declaration for Federal Employment” (OF-306), AND Addendum to OF-306 (Child Care & Indian Child Care Worker Position), BOTH forms, must be completed and submitted with original signature to determine your suitability for Federal employment, to authorize a background investigation, and to certify the accuracy of all the information in your application. Responding yes to any one of these two questions can make you ineligible for employment in this position. If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be fined or jailed.**

**“DESIGNATION OF CHILD CARE POSITION UNDER PL 101-630 AND PL 101-647”**

**HOW & WHERE TO APPLY:** All applicants, except Commissioned Officers, must submit one of the following to the PHS Indian Hospital, Personnel Management Branch, P.O. Box PH, Chinle, Arizona 86503, **BY CLOSE OF BUSINESS (5:00 P.M.) ON THE CLOSING DATE:**

1. OF-612, Optional Application for Federal Employment; OR
2. \*\*Resume;
3. Official Transcripts for Audiology Degree;
4. \*\*Any other written application format; copy of your most recent performance appraisal and any other necessary documentation pertinent to the position being filled.

**THIS OFFICE WILL NOT SOLICIT ADDITIONAL INFORMATION; WE WILL NOT ACCEPT APPLICATIONS RECEIVED BY FAX, E-MAIL OR ELECTRONIC RESUMES.**

**FOR MORE INFORMATION CONTACT:** Lori Smith, Human Resource Specialist, (928) 674-7033 or email: [lorraine.smith@ihs.gov](mailto:lorraine.smith@ihs.gov).

**\*\*INFORMATION REQUIRED FOR RESUMES AND OTHER APPLICATION FORMATS:** Resumes or other application formats must contain all of the information listed below in sufficient detail to enable the personnel office to make a determination that you have the required qualifications for the position. **SPECIFICALLY, THE INFORMATION PROVIDED UNDER #8 (HIGH SCHOOL), #9 (COLLEGES AND UNIVERSITIES), AND #10 (WORK EXPERIENCE) WILL BE USED TO EVALUATE YOUR QUALIFICATIONS FOR THIS POSITION. FAILURE TO INCLUDE ANY OF THE INFORMATION LISTED BELOW MAY RESULT IN LOSS OF CONSIDERATION FOR THIS POSITION.**

1. Announcement Number, Title and Grade of the job for which you are applying.
2. Full Name, Mailing Address (with zip code) and Day and Evening Phone Numbers (with area codes);
3. Social Security Number;
4. Country of Citizenship;
5. Veteran's Preference Certificate – DD-214, indicating Discharge and/or SF-15 – if claiming 10-points. Veteran's Preference is not applicable to current DHHS permanent employees, Federal employees with competitive status, or reinstatement eligibles;
6. Copy of latest SF-50, Notification of Personnel Action, if current or prior employee;
7. Highest Federal civilian grade held (give series and dates held);
8. High school – Name, City, State (zip code if known), and date of Diploma or GED;
9. Colleges and Universities – Name, City, State (zip code if known), Majors, Type and Year of any Degrees received (if no Degree shows Total semester or Quarter Hours earned). (Attach Transcripts);
10. Work Experience (paid and nonpaid) – Job, title, duties and accomplishments, Employer's Name and Address, Supervisor's Name and phone number, starting and ending dates (month/year), hours/week, and salary.
11. Indicate if we may contact your current Supervisor.
12. Job-related Training courses, Skills, Certificates, Registrations and Licenses (current only), Honors, Awards, Special Accomplishments.

**NOTE: PERSON WHO SUBMITS INCOMPLETE APPLICATIONS WILL BE GIVEN CREDIT ONLY FOR THE INFORMATION THEY PROVIDE AND MAY NOT, THEREFORE, RECEIVE FULL CREDIT FOR THEIR VETERANS PREFERENCE DETERMINATION, INDIAN PREFERENCE, EDUCATION, TRAINING AND/OR EXPERIENCE.**

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**ADDITIONAL SELECTIONS:** Additional or alternate selections may be made within 90 days of the date of the certificate issued if the position becomes vacant or to fill an identical additional position in the same geographic location.

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**COMMISSIONED OFFICERS:** Commissioned Officers applicants claiming the Area Personnel Office against the applicable Preston standard or the civil service standard, if no Preston standard exists will evaluate Indian Preference. These applicants must describe the experience gained in their two most recent positions and provide the dates they occupied those positions. In addition, Commissioned Corps Indian Preference applicant must also provide information regarding education, including degrees obtained

and schools attended and they must include home/work telephone numbers if this information is not contained in the resumes. When required by the vacancy announcement, these knowledge, skills and abilities, which are being, used as selective factors. Commissioned Corps Indian Preference applicants may also be required to submit proof of Indian Preference and proof of possession of the appropriate license.

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**INDIAN PREFERENCE:** Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act. In other than the above, the IHS is an Equal Opportunity Employer.

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**SELECTIVE SERVICE CERTIFICATION:** If you are a male born after December 31, 1959, and you want to be employed by the Federal Government, you must (subject to certain exemptions) be registered with the Selective Service System.

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**EQUAL EMPLOYMENT OPPORTUNITY:** SELECTION FOR POSITIONS WILL BE BASED SOLELY ON MERIT WITH NO DISCRIMINATION FOR NON-MERIT REASONS SUCH AS RACE, COLOR RELIGION, GENDER, SEXUAL ORIENTATION, NATIONAL ORIGIN, POLITICS, MARITAL STATUS, PHYSICAL HANDICAP, AGE OR MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION. PROMOTION OR APPOINTMENTS WILL NOT BE BASED ON PERSONAL RELATIONSHIP OR OTHER TYPES OF PERSONAL FAVORITISM OR PATRONAGE.

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**HUMAN RESOURCES CLEARANCE**

**DATE**

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EACH APPLICATION FORM AND DOCUMENT FORM MUST BE INDIVIDUALLY IDENTIFIED BY THIS ANNOUNCEMENT NUMBER **CH-08-DH-100-B.** ALL ORIGINAL DOCUMENTS AND COMPLETED APPLICATION FORMS MUST BE DUPLICATED BY THE APPLICANT BEFORE SUBMISSION AS WE DO NOT HONOR REQUESTS FOR COPIES. COMPLETED FORMS WHEN SUBMITTED BECOME THE PROPERTY OF THIS PERSONNEL OFFICE AND WILL NOT BE RETURNED.

**SUPPLEMENTAL QUESTIONNAIRE  
AUDIOLOGIST, GS-665-11**

**1. KNOWLEDGE OF AND SKILL IN ASSESSMENT OF ALL HEARING DISORDERS AND ASSOCIATED PROBLEMS OF ALL AGE GROUPS.** This is the knowledge of and skill to apply professional evaluation and treatment of hearing disorders and associated problems for all age groups in accordance with COAHC. This includes hearing evaluation and related tests using modern computerized equipment. Test includes but not limited to Air and Bone Conduction, Sisi, SRT Discrimination, Tympanograms with acoustic reflex. What in you background shows you possess this knowledge?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number)

**2. ABILITY TO PROVIDE LEADERSHIP.** The person in this position must be able to manage and supervise the audiology section, which includes program development, audiology polices and procedures, quality assurance/performance improvement , risk management and infection control, JCAHO preparation, strategic planning, health promotion/disease prevention, and community education, supervision of subordinate personnel, students, and volunteers. What in your background shows you possess this ability?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number)

**3. ABILITY TO COMMUNICATE EFFECTIVELY WITH A WIDE VARIETY OF PEOPLE, INCLUDING PATIENTS, STAFF OF OTHER FACILITIES, NURSES, AND DOCTORS FROM A DIVERSE MULTI-CULTURAL BACKGROUND.** This is the ability to provide information and instruction in a clear, concise, courteous manner, using tact and sensitivity in dealing with patients and others, and exercising perceptiveness and mature judgment in same. This includes meeting with individuals, groups representing a variety of medical/social situations. What in your background shows you possess this ability?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number)

**4. KNOWLEDGE AND SKILL IN TREATMENT OF ADULT AND PEDIATRIC PATIENTS WITH HEARING DISORDERS.** The person in this position must have the skills to appropriately treat adult and pediatric inpatient and outpatients in the areas of providing a full range of Audiology services. This also includes identifying when a patient needs consultation and being able to interpret test results and how to develop a plan of intervention. What in your background shows you possess this knowledge?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number)

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**C E R T I F I C A T I O N**

**I, CERTIFY THAT ALL OF THE STATEMENTS MADE IN THE ABOVE QUESTIONNAIRE ARE TRUE, COMPLETE, AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF AND ARE MADE IN GOOD FAITH.**

\_\_\_\_\_  
**SIGNATURE OF APPLICANT**

\_\_\_\_\_  
**DATE**